



PROJECT MANAGER – SCIENTIFIC PROGRAMS

Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission, to accelerate world class science to deliver transformative regenerative medicine treatments in an equitable manner to a diverse California and world.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

General Statement

The mission of the Scientific Programs team is to attract and advance the most promising basic research in stem cell, genomics and areas related to regenerative medicine and gene therapy.

The Project Manager for Scientific Programs Team reports to the Vice President of Scientific Programs and is responsible for administrative and project management related topics including coordinating, managing, and implementing critical process aspects of the team's operations. The Project Manager must be able to work independently and must be able to exercise sound judgment. The Project Manager liaises with other CIRM team members in information technology, grants management, and legal as well as with science officers to coordinate activities.

Job Functions

- Leading and performing project management activities to assist the Vice President of Scientific Programs in delivering on the group goals and enhance overall team performance using state of the art project management systems and tools.
- Organizing and implementing all activities related to the organization of internal and external meetings including working with internal science officers and various CIRM groups such as legal and finance and with external stakeholders.
- Drafting agendas and notes from meetings, circulating them to all constituents and depositing all relevant documents in the appropriate repository.
- Organizing and managing internal requests for portfolio analyses reports by coordinating the process with Scientific Programs lead to effectively and timely provide results. Keep portfolio analysis up to date.



CALIFORNIA'S STEM CELL AGENCY

- Performing team coordination and assistance in writing the group Standard Operating Procedures (SOPs) and working with the team on the implementation and continued compliance and follow up to those SOPs.
- Supporting the Vice President in managing internal data bases, team meeting highlights, and follow up action items, generating reports, PowerPoint presentations, portfolio analysis, and data management collection and assembly.
- Working closely with the Vice President of Scientific Programs, organizing, and maintaining calendar, travel plans, meetings registrations, as well as the Scientific Programs Team's official records.
- Assisting in the generation and collection of materials related to the Scientific Programs Team goals and annual budget preparation.
- Supporting Scientific Programs Team in managing the Discovery and Education program announcement requests and coordinating meetings with potential applicants.
- Managing team calendar and project management software (monday.com) as well as maintain a good handle and coordination on the progress from the different projects.

Coordinating Department Activities and Communication

- Contributing to the overall Scientific Programs portfolio of grants' success by coordinating flow of materials/information to grants management officers, directors, information technology team, and science officers as appropriate.
- Collaborating and frequently communicating with other CIRM teams to harmonize procedures and resource allocation as needed.
- Participating in the Grants Management System development process to ensure proper design and implementation of new web-based applications, forms, and user interfaces.
- Developing, tracking, and reconciling budget for the Scientific Program Team's activities.
- Assisting Scientific Programs team members in travel, meeting registration and scientific article purchases.

Harmonizing with the CIRM Mission

- Demonstrating in their words and actions commitment to CIRM's mission.
- Collaborating with CIRM team members to generate efficiencies, enhance productivity, and develop competencies.
- Committing to team decisions by supporting and working to achieve team objectives.

Supervision Received

The Project Manager reports to the Vice President of Scientific Programs.



Qualifications

- Higher degree (Master's, Bachelor's degree) in the Sciences or equivalent experience in Business or Public Relations or related fields.
- At least three years of experience in a Project Management related role.
- Demonstrated effective communication, coordinating project tasks and project lifecycles, coordinating schedules, managing timelines.
- Demonstrated critical thinking and problem solving as well as risk management.
- Skilled in verbal and written communication.
- Effective organizational, planning and project management abilities.
- Strong analytical skills to organize and analyze data, and generate project summaries.
- Ability to function independently and handle multiple, simultaneous projects.
- Ability to implement change in a positive, forward- thinking manner.
- Excellent time management skills.
- Ability to logically organize details.
- Proactive attitude.
- Anticipates needs of those assisted.
- Ability to schedule large, multi-stakeholder meetings.
- Experience with assembling published documents.
- Proficiency and strong literacy in common computer applications including internet research, Microsoft Office (Word, Excel, PowerPoint, Adobe Pro) and email are essential; demonstrated proficiency with state-of-the-art project management software and tools is a key requirement for this position. Proficiency in Monday.com is a plus.
- Formal training (Project Management Professional certification) is preferred.

Working Conditions

- Be available to work outside of normal business hours.
- Provided standard office equipment such as, but not limited to, a personal computer (desktop or laptop models)

During the COVID pandemic, remote work is acceptable, however eventual willingness to work collocated with the team is a must.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.



Other Information

The duties of this position are performed indoors. The employee may telecommute. Travel may be required to attend meetings or training classes.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Human Resources Manager).

**A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Salary Range and Benefits

The annual salary range for the Project Manager is \$102,104 - \$153,332. CIRM offers a competitive compensation package.

How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf> **A California State application is required as CIRM is a state agency. You will not be considered without this.

To: jobs@cirm.ca.gov (Electronic applications preferred)

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 10 days out or until filled

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:



Human Resources

Attn: CIRM, Jobs

1999 Harrison Street, Suite 1650

Oakland, CA 94612

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume/CV

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Application Information

All applicable fields on the State Application Form (STD. 678) must be filled out completely. Resume must be included. Clearly indicate on the Form STD. 678 in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement and your basis of eligibility (list eligibility, lateral transfer, reinstatement, etc.). Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who do not submit all of the required documentation (incomplete application package) may be eliminated from the selection process.

NOTE: For security purposes, your full social security number is not required on the application.

For any inquiries about the position sent to jobs@cirm.ca.gov, the e-mail should have the position title on the subject line.

Contact Information

The Human Resources Manager is available to answer questions regarding the application process and the position.

Human Resources Contact:

Vanessa Singh



Email - jobs@cirm.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Officer: Vanessa Singh

Email - jobs@cirm.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital

status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Benefits

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx.

Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website at <https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx>.

Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>. This webpage is intended to provide general information.



*All hires at CIRM are Exempt and considered Exempt for the purposes of collective bargaining.